



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-2

Ralph Depanfilis, Treasurer
Christopher Shays For Congress Committee
98 East Avenue, Rear Building
Norwalk, CT 06851

MAY 14 2002

Identification Number: C00215699

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Depanfilis:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Your report was electronically filed on an old version of FECFile software or the commercial vendor equivalent. The old version does not incorporate recent regulatory changes to include election cycle to date reporting requirements. FECFile, Version 4 or the commercial vendor equivalent must be used on all reports submitted by your committee. FECFile, Version 4 can be downloaded from the FEC web site at <http://www.fec.gov>. Please re-submit your report using FECFile 4 or the commercial vendor equivalent. (11 CFR §104.2)

-Your report indicates the use of calendar year-to-date figures when aggregating and reporting receipts and disbursements. Please be reminded that candidate committees are required to aggregate and report their receipts and disbursements on an election-cycle basis rather than on a calendar-year basis. Please amend your report to show election cycle-to-date figures for all aggregate amounts. (2 U.S.C. §434(b))

-Schedule A of your report discloses contributions from political committees but fails to include the full and/or recognizable name. Reporting only the name of the connected organization, abbreviating the name of the committee so it is unrecognizable or using an indistinguishable acronym is inadequate. (11 CFR §102.14(c) and 104.3(a)(4)(ii)). A listing of the full FEC-registered committee names, FEC Committee ID number